



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### STAFF SERVICES MANAGER I (JC-41478)

<b>SALARY RANGE</b>	<b>\$5470-\$6796</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Administration/General Services</b>
<b>FINAL FILING DATE</b>	<b>November 16, 2016</b>

**DESCRIPTION OF DUTIES:** Under the direction of the Administrative Services Director, the SSM I plans, organizes and directs activities of departments providing facility-wide services in General Services, Fiscal Services and Trust. Supervises all of the General Services staff and various General Services functions including Communications, Housekeeping, Transportation, Clothing Center, Warehouse/Property, Mail Room, Print Shop and employee canteen. Assists with the administration of the facility budget and the monthly projections, and assists in the administration of multiple major contracts. Chairperson of the Waste Management Program Committee and is a Coordinator for the facility's Space Projects, Housing Lease Agreements and MOU's for Clinical areas. May chair other committees as designated and other duties as assigned.

**WHO MAY APPLY:** Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to State Restriction of Appointment (SROA)/Surplus, and Reemployment List Procedures. Seeking candidates with strong leadership, organizational and administrative skills. Candidate must have demonstrable budgetary experience and strong supervisory skills. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: STAFF SERVICES MANAGER I  
RELEASE DATE: 11/01/2016